



Lottery for Education: Afterschool Programs (*LEAPs*)

Application Package Spring 2011

Deadline for Applications
May 6, 2011
4:30pm CDT

Tennessee Department of Education
710 James Robertson Parkway
6th Floor, Andrew Johnson Tower
Nashville, Tennessee 37243
615-741-3248

Part I: General Information

Background

In November 2002, Tennesseans voted to create a state lottery. The General Assembly established that profits from the lottery go towards specific educational programs: college scholarships, early childhood programs and afterschool programs.

In accordance with TCA Title 4, Chapter 6, Part 7, one hundred percent (100%) of monies constituting an unclaimed prize shall be deposited into an afterschool account for the purpose of administering a system of competitive grants and technical assistance for eligible organizations providing after school educational programs within Tennessee.

The overall goal of Lottery for Education: Afterschool Programs (*LEAPs*) is to provide Tennessee students with academic enrichment opportunities that reinforce and complement the regular academic program.

Eligible Applicants

Public and Not-for-Profit Organizations that provide, or propose to provide, afterschool educational programs within Tennessee may apply for these funds.

Organizations that have not previously received grants from – or provided contractual services on behalf of – the State of Tennessee will be required to verify their ability to administer grant programs before being considered for funding.

Eligible Participants

- Youth 5-18 years old and enrolled in elementary or secondary school;
- 50% of students enrolled **must** also meet one of the following criteria:
 - ▶ qualify for free/reduced lunch;
 - ▶ be at risk of educational disadvantage and failure due to circumstances of abuse, neglect or disability;
 - ▶ be at risk of state custody due to family dysfunction;
 - ▶ be enrolled in and attending a public school failing to make adequate yearly progress (AYP);
 - ▶ be attending a public school, including a public charter school, instead of a public school failing to make AYP as a result of parent choice; or
 - ▶ be at risk of failing one or more subjects or are behind grade level by at least one year.

However, preference shall be given to programs that maintain an enrollment of children of which at least 80% of the students enrolled meet one of the criteria above.

Program Priorities

Programs established must be designed to reinforce and complement the regular academic program of participating students. All activities must be educationally based. Such programs **must** include:

- ▶ Services to students on an average of 15 hrs. per week;
- ▶ Reading skills development and enhancement;
- ▶ Math or science skills development and enhancement;
- ▶ Academic mentoring or tutorial assistance; and
- ▶ Sports or leisure opportunities.

Grant funds shall be used to supplement, not supplant, non-lottery educational resources for afterschool educational programs and purposes. Funds will only be awarded for new activities.

The Tennessee Department of Education also requires that all applications include a signed copy of the *Memorandum of Partnership Agreement (MPA)* in order to be considered for funding.

Competitive Priority*

In an effort to ensure stronger connections to regular school day programming and First to the Top initiatives, five (5) technical merit points (one point per item addressed) will be available to applications that propose to address:

- Increases in reading proficiency;
- Increases in math proficiency;
- Increases in high school graduation rates;
- Increases in post-secondary access and success; and/or,
- STEM activities.

**All activities must be evidence-based and supported by research.*

Nutritional Programs & Physical Activity

Food is often one of the most costly, necessary and forgotten expenses of an afterschool or summer program. Programs should be prepared to offer nutritional snacks to program participants. Federal child nutrition programs provide an important source of funding for snacks and meals. Consult with the school food nutrition program or visit the web at: <http://www.fns.usda.gov/cnd/afterschool> for information.

Physical activity needs to be balanced with good nutrition in order to create a healthy learning environment. Over 16% of children and adolescents are now seriously overweight. Afterschool programs can play an important role in

promoting healthy lifestyles for youth. Applicants will be expected to include participation in physical activities as part of the program design. Visit the following website: http://www.mypyramid.gov/pyramid/physical_activity_tips.html for ideas; additional resources are identified in the Appendix.

Site Location and Transportation

The program site must be a safe and easily accessible facility, and may serve students from more than one school. The program site may be an elementary/secondary school or an alternate facility that is at least as accessible to the participants as the school they attend. Applicants will be required to meet *state childcare guidelines* (<http://tennessee.gov/sos/rules/0520/0520-12/0520-12-01.20100830.pdf>).

All programs must establish a plan for safely transporting students and explain that procedure in the proposal, such as van/bus transportation, parent pick-up, etc.

Staff Requirements/Professional Development

Services are required to be provided for an average of 15hrs. per week, therefore, applicants must meet childcare guidelines. Applicants should refer to Chapter 0520-12-1 of the Child Care Rules (<http://tennessee.gov/sos/rules/0520/0520-12/0520-12-01.20100830.pdf>) for requirements.

Experience indicates that high-quality staff development is an essential element in an effective program. A plan must be included for insuring that staff has access to high-quality training and professional development.

Collaboration/Partnerships & Parent Involvement

Establishing partnerships with other agencies/organizations will be a very important aspect of this program. Community-based organization should form partnerships with the schools of students being served. Partnerships with existing extended contract services, Title I, Reading First, 21st Century Community Learning Centers, or other school-based child care programs could help provide the required academic components of the *LEAPs* program. Also, schools should seek out community partners such as parks/recreation centers, youth organizations, museums, civic or volunteer groups to assist with non-academic requirements.

Collaboration with partners should be ongoing and include parents/guardians when appropriate. Furthermore, local programs are strongly encouraged to offer parental involvement activities to support the advancement of students' academic achievement and social development. The Department of Education expects a *minimum* of 2 parent activities per year be offered.

Grant Awards

Competitive grant contracts will be awarded in varying amounts for the delivery of services at a specific site. Grant amounts will vary based on the scope and costs involved. Services should be provided for a minimum of 180 days. Experience indicates that a high quality program can be provided at a cost of approximately **\$5.00 - \$7.50 per day** for each participating student. For agencies that will be using grant funds to provide participant transportation, provisions may justify grant awards in amounts of **\$6.00 - \$8.50 per day** per participating student. The following chart indicates two possible funding scenarios:

Site/Center Name	Hours per Week	Cost per Day		No. of Students		No. of Days		Total Cost
BD Aftercare Program	15	\$5.00	X	50	X	180	=	\$45,000
						TOTAL		\$45,000

Site/Center Name	Hours per Week	Cost per Day		No. of Students		No. of Days		Total Cost
Riley Center	15	\$6.25	X	37	X	220	=	\$50,875
						TOTAL		\$50,875

The amounts cited above are provided as examples to assist applicants in the planning process and should not be construed to be guaranteed rates of reimbursement. Applicants must provide a detailed budget as part of the application process and reimbursement will be limited to actual expenditures.

Grant Award Cycle

LEAPs grants may be awarded for a maximum of three years. Continuation funding will be contingent upon exemplary performance and availability of funding. Exemplary performance will be based on how well projects have met program goals and objectives concerning student academic, behavioral and social improvement, student participation/attendance and results of an on-site monitoring visit. Because funding is made available through unclaimed lottery winnings, continuation projects are subject to the availability of funds.

Matching Funds and Sustainability

A minimum percentage of in-kind or matching funds is not required. However, applicants should include a brief description of the *contribution of resources* being provided towards the implementation of this project. It will be helpful to identify collaborative partnerships to be formed to provide services/resources for the project. Grant funds should be used to provide new activities, not duplicate existing services.

Applicants should also provide a description of plans for continuation of the project once grant funds are no longer available.

Budget Considerations

LEAPs grants will be administered as reimbursement grant contracts; i.e., the grantee delivers services and is reimbursed for actual approved expenditures. Applicants should possess the fiscal capacity to manage the cash flow challenges presented by this type of grant process.

Reimbursements for capital purchases may be authorized, except for vehicle, land or building acquisition. However, rent or vehicle lease are allowable expenditures if necessary.

Performance Evaluation

Grant recipients will participate in an evaluation process that determines student progress and program success as well as provide information for needed adjustments in the program design. Outcomes should be established to demonstrate positive results in the areas of academic achievement, student attendance, and disciplinary action. Project staff will be required to submit quarterly updates and an Annual Progress Report to the Department of Education each year of funding.

The following performance measures have been established for the Lottery for Education: Afterschool Programs (LEAPs). Individual program sites will be evaluated based upon these outcome measures in addition to identified process measures.

Achievement: Students regularly participating in the program will show continuous improvement in achievement through measures such as test scores, grades and/or teacher reports.

Behavior: Students participating in the program will show improvement on measures such as school attendance, classroom performance and decreased disciplinary actions or other adverse behaviors.

Attendance: Implementation of strategies associated through research and best practice with the ability to increase the range, availability, quantity and quality of services available to students.

Selection Process and Technical Assistance

All complete application packages received by the TN Department of Education on or before the due date will be forwarded to a technical merit review committee. The committee will provide each application with a technical merit score based upon the review criteria and without bias (*The rubric is identified in the boxed areas of the application instructions*). Technical merit scores will serve as the foundation for the grant award decisions. Additional consideration will be

given to applications that propose to serve diverse populations and/or underserved communities.

Successful grant applications will be funded at the level requested if the program application is well justified and the budget is realistic and supported. The Department reserves the right to negotiate grant amounts and to select certain applications regardless of points awarded if necessary to meet identified program priorities. ***All awards are subject to the availability of funds. Grant awards are not considered final until a grant contract is executed between the applicant and the TN Department of Education.***

Technical assistance sessions are scheduled to assist potential applicants with the preparation of a high quality proposal. Organizations that are considering applying for these funds are encouraged to attend one of the following application assistance meetings:

March 21, 2011 9:00am – Noon Jackson, TN	March 23, 2011 9:00am – Noon Nashville, TN
March 25, 2011 9:00am – Noon Chattanooga, TN	March 29, 2011 9:00am – Noon Morristown, TN

Visit the web at <http://www.tennessee.gov/education/learningsupport/extendedlearning.shtml> or call 615-741-3248 for directions.

There are a number of excellent resources related to extended-learning programs that are available at little or no cost. It is recommended that applicants take advantage of some of the resources identified in the Appendix.

Questions & Additional Information

Questions regarding the *LEAPs* grant application should be directed to:

Laura Nichols	Phone: 615-253-6037	Email: laura.nichols@tn.gov
Kim Dabney	Phone: 615-532-0469	Email: kimberly.dabney@tn.gov

Part II: How To Apply For Funding

1. Instructions for Completing an Application

Detailed instructions for each component area and scoring rubric are found on the following pages.

- *LEAPs Cover Sheet – see Forms section*
- *Assurances with Required Signature – see Forms section*
- *Memorandum of Partnership Agreement (MPA) with Required Signature - see Forms section*

A signed copy of the **Memorandum of Partnership Agreement is required to be considered for funding.*

- **Proposal Narrative – 20 pages maximum**
 - **Statement of Need**
 - **Project Design + Required Goal Sheet - see Forms section**
 - **Organizational Capacity**
 - **Collaboration/Partnership + Partnership form(s) - see Forms section**
 - **Budget, including Narrative & Contribution of Resources – see Forms section**
2. The application should be on 8 ½” x 11” paper with 1” margins and no less than a 12pt. double-spaced font. Each section should be clearly identified and include all required components and forms; **no additional attachments are allowed**. Proposals should be stapled or binder clipped - - no notebooks or spiral rings. Charts/graphs are acceptable and not required to be double-spaced.

An original and 4 copies of the complete application must be received at the address listed below on or before 4:30pm CDT on May 6, 2011. Incomplete or late applications will not be accepted. Faxed or e-mailed versions are not acceptable.

Submit applications to: ATTN: Laura Nichols
 LEAPs Grant Competition
 710 James Robertson Parkway
 6th Floor, Andrew Johnson Tower
 Nashville, TN 37243

I. Statement of Need (20 points)

- ★ Identify problems or conditions that need to be addressed/changed and the magnitude of those problems.
- ★ Explain how the project will address the academic and social needs of the targeted, at-risk population.

Guidance for applicants: Provide background information describing the following: Target community description, needs of the community, current activities/resources available, deficits in academic achievement, student behavior issues, etc. Applicants need to identify the target population and may want to address the needs of potential dropouts and students at risk of academic failure, including students with special needs and students with limited English proficiency. It may be beneficial to identify that students are attending a public school failing to make AYP; particularly one that has been recognized as high priority.

Excellent	Good	Fair	Poor	Missing	Review Criteria
_____	_____	_____	_____	_____	A detailed description of the community has been provided and all information reflects the most current data available.
_____	_____	_____	_____	_____	Concerns or gaps in existing services have been identified and addressed particularly as they relate to subgroups within the target population.
_____	_____	_____	_____	_____	Objective data has been effectively utilized to establish priorities for the project.
_____	_____	_____	_____	_____	The process for selecting the participating student(s) has been described.

II. Project Design, Management & Collaboration (60 points)

- ★ Using the required form, identify goals/objectives, activities and outcomes for addressing the academic and developmental needs of the targeted, at-risk population. (*Applicants must meet state childcare guidelines.*)
- ★ Describe the project staff and volunteers and provide information regarding on-going professional development.
- ★ Describe the location for services and provide detailed transportation plan for participants to/from center and home.
- ★ Describe your agency's experience in delivering educational or related activities and its experience with grant funding.
- ★ The Memorandum of Partnership Agreement (MPA) form must be included to be considered for funding.
- ★ Provide a general description of the collaborative partnerships to be formed to provide services to the targeted population. Attach the *Collaboration/Partnership* form (with signatures of key partners) providing more detailed information. This form may be copied as needed.
- ★ Provide a detailed plan for **all** partners working together to ensure student/project success and the process for communicating among partners

Guidance for applicants: Show how the goals and objectives are linked to the identified needs and tied to local/state academic standards. Clearly describe the activities and services to be provided. Explain how the

project will provide services and activities during extended hours that are not currently available and how staff will work to help meet the student's needs. Projects should include a timeline of partnership meetings, professional development and reasonable start-up and implementation benchmarks. Proposals should demonstrate that programs are adequately staffed with qualified personnel, that the program will have adequate space and that a transportation plan has been established. Identify partnering agencies and clearly describe their roles and responsibilities in this project. Describe how LEAPs activities will be integrated with and build upon existing activities/services. Explain the plan for communication between LEAPs staff and regular school day staff, as well as communication among partner agencies. Briefly discuss how multiple programs will work together on this project (i.e. – community-based agencies and school programs such as extended contract, Title I, 21st Century Community Learning Centers, etc.).

Excellent	Good	Fair	Poor	Missing	Review Criteria
_____	_____	_____	_____	_____	Goals, objectives and outcomes are clearly identified and measurable.
_____	_____	_____	_____	_____	Activities, strategies and implementation plan have been clearly detailed, are appropriate and address academic and developmental needs and are based on up-to-date research and effective practices.
_____	_____	_____	_____	_____	The proposal has outcomes that will show the impact the project has had on student academic performance as well as student behavior.
_____	_____	_____	_____	_____	A timeline for program implementation has been provided.
_____	_____	_____	_____	_____	Location and transportation needs have been addressed.
_____	_____	_____	_____	_____	Plan includes qualified staff and volunteers and the professional development plan is of sufficient intensity/duration.
_____	_____	_____	_____	_____	The agency has demonstrated evidence of successful experience providing services to youth.
_____	_____	_____	_____	_____	The agency has the financial and administrative capacity to successfully manage a grant-funded situation.
_____	_____	_____	_____	_____	Plan describes the partnerships to be formed, what services will be provided and how all agency members will work together and includes the required MPA.
_____	_____	_____	_____	_____	The project effectively links and builds upon available local, state and federal resources.
_____	_____	_____	_____	_____	Parent involvement/participation has been included.

III. Budget (20 points)

- ★ Provide detailed budget plan.* **Note:** indirect cost cannot be charged on capital purchases.
- ★ Describe plans for continuation of project once grant funds end.

Guidance for applicants: Cost should be allocated based on the scope of the project and its anticipated benefits. Successful proposals will adequately cover program expenses, being sure to include transportation expenses if necessary. Grant funds cannot be used for land or building acquisition. Provide explanation of how the project will be continued once grant funding ends.

Excellent	Good	Fair	Poor	Missing	Review Criteria
_____	_____	_____	_____	_____	Costs are reasonable in relation to the activities, design and number to be served.
_____	_____	_____	_____	_____	A sustainability plan has been described.
_____	_____	_____	_____	_____	Budget/project reflects effective use of existing resources.
_____ Yes _____ No					Funds have been budgeted <u>or</u> identified for professional development activities.

IV. Bonus Area (5 points)

Competitive Priority _____ Yes _____ No	In an effort to ensure stronger connections to regular school day programming and First to the Top (FTTT) initiatives, technical merit points (one point per item addressed) will be available to applications that propose to address: <ul style="list-style-type: none"> • Increases in reading proficiency; • Increases in math proficiency; • Increases in high school graduation rates; • Increases in post-secondary access and success; and/or, • STEM activities.
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- ★ To receive *Bonus Points*, the proposal and the goals sheet should clearly describe the evidenced-based activities being offered and the connection to the school day program as well as FTTT.

Required Forms

Lottery for Education: Afterschool Programs (LEAPs)

Spring 2011 Cover Sheet

Applicant Agency (name of fiscal agent)			
Director of Agency:		Grant Contact:	
Address:		Address	
City:	Zip:	City:	Zip:
Phone: ()	FAX: ()	Phone: ()	FAX: ()
Email:		Email:	

Site/Center Name	A) Hours per Week	B) Cost per Day		C) No. of Students		D) No. of Days		E) Total Cost
<i>EXAMPLE: BD Aftercare Program</i>	15	\$5.00	X	50	X	180	=	\$45,000

<p>Grade span to be served: _____</p> <p>50% of students enrolled must meet one of the required criteria. Of the students identified in Col. C, how many will meet the criteria listed below:</p> <p>_____ qualify for free/reduced lunch</p> <p>_____ at risk of educational disadvantage and failure due to circumstances of abuse, neglect or disability</p> <p>_____ at risk of state custody due to family dysfunction</p> <p>_____ enrolled in and attending a public school failing to make adequate yearly progress (AYP)</p> <p>_____ attending a public school, including a public charter school, instead of a public school failing to make AYP as a result of parent choice</p> <p>_____ at risk of failing one or more subjects or are behind grade level by at least one year</p> <p>_____ Total number of students to be served</p> <p>(This should be an unduplicated count)</p>	<p>Services must be provided on an average of 15 hrs. per week (180 days minimum) to complement the regular academic program.</p> <p>Specify the number of hours to be offered each week in the program areas below:</p> <p>_____ Reading skills development and enhancement</p> <p>_____ Math or science skills development and enhancement</p> <p>_____ Computer literacy and skills development</p> <p>_____ Academic mentoring or tutorial assistance</p> <p>_____ Sports or leisure opportunities</p> <p>_____ Total hours of service (must equal 15hrs or more)</p> <p>Providing Participant Transportation: _____ Yes _____ No</p>
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GENERAL ASSURANCES

Assurance is hereby provided that:

1. This program will be administered in accordance with all applicable statutes, regulations, program plans and applications:
 - a. The laws of the State of Tennessee;
 - b. Title VI of the federal Civil Rights Act of 1964;
 - c. The Equal Employment Opportunity Act and the regulations issued there under by the federal government;
 - d. The Americans with Disabilities Act of 1990 and the regulations issued there under by the federal government;
 - e. The condition that the submitted proposal was independently arrived at, without collusion, under penalty of perjury; and,
 - f. The condition that no amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Agency in connection with the procurement under this RFP.
2. Each agency receiving funds under this grant shall use these funds only to supplement, and not to supplant state and local funds that, in the absence of such funds would otherwise be spent for activities under this section.
3. The grantee will file financial reports and claims for reimbursement in accordance with procedures prescribed by the Tennessee Department of Education.
4. The grantee will evaluate its program periodically to assess its progress toward achieving its goals and objectives and use its evaluation results to refine, improve and strengthen its program and to refine its goals and objectives as appropriate.
5. The program will take place in a safe and easily accessible facility, and comply with all requirements of *Chapter 0520-12-1* of the Child Care Rules.

CERTIFICATION/SIGNATURE

I, THE UNDERSIGNED, CERTIFY that the information contained in the application is complete and accurate to the best of my knowledge; that the necessary assurances of compliance with applicable state statutes, rules and regulations will be met; and, that the indicated agency designated in this application is authorized to administer this grant.

I FUTHER CERTIFY that the assurances listed above have been satisfied and that all facts, figures and representation in this application are correct to the best of my knowledge.

Signature of Applicant Agency Administrator

Date Signed (Mo./Day/Yr.)

MEMORANDUM of PARTNERSHIP AGREEMENT

Applicant Agency: _____

I understand that the above applicant plans to submit a Lottery for Education: Afterschool Programs application to the TN Department of Education. Our school/district agrees to the following responsibilities to ensure successful programming to our students and their family members:

1. To provide on-going opportunities for meaningful communication between the school staff and the LEAPs program staff;
2. To provide opportunities for school staff and LEAPs program staff to plan, coordinate and integrate curricular needs within the afterschool activities;
3. To assist in tracking student enrollment, academic and discipline information via the Student Information System package (SIS). Assigned school/district staff will receive participant enrollment information from the LEAPs program staff once per semester and will “flag” program participants in the SIS package for **LEAPs** under student classification; and,
4. To assist in obtaining all relevant student data including teacher surveys for evaluating student progress and program effectiveness for mandatory state reports. It will be the responsibility of the LEAPs program staff to obtain parental/legal guardian consent for the sharing of student information. The school/district expects the LEAPs program staff to maintain student confidentiality of records within the guidelines of state and federal requirements.

Certification of Participation of School or District

Name of School or District:

Mailing Address:

Phone:

Fax:

School or District Authorized Signature:

Date:

School or District Authorized Signatory Name and Title:

Applicant Agency Authorized Signature:

Date:

Applicant Agency Authorized Signatory Name and Title:

PROJECT GOAL #_____:		COMPETITIVE PRIORITY ADDRESSED: ____ Reading Proficiency ____ Math Proficiency ____ HS Graduation Rate ____ Post-Secondary Access/Success ____ STEM
PROGRAM PRIORITY ADDRESSED: ____ Reading Skills ____ Math/Science Skills ____ Academic Mentoring/Tutoring ____ Sports/Leisure Opportunities		
MEASURABLE OBJECTIVE(S) with EXPECTED OUTCOMES:	PLAN OF ACTION:	ASSESSMENT/EVALUATION METHOD:

STATEMENT OF COLLABORATION & PARTNERSHIP

I/We have participated in the planning and design of this project and agree to support and participate in the activities outlined in this application.

**Copy form as needed.*

Name of Partner Group/Organization:		<u>Description of Services and/or Support to be provided.</u>
Address:		
Phone:	Fax:	
Email:		
Printed Name:		
Signature:		
Name of Partner Group/Organization:		<u>Description of Services and/or Support to be provided.</u>
Address:		
Phone:	Fax:	
Email:		
Printed Name:		
Signature:		
Name of Partner Group/Organization:		<u>Description of Services and/or Support to be provided.</u>
Address:		
Phone:	Fax:	
Email:		
Printed Name:		
Signature:		

Lottery for Education: Afterschool Programs (LEAPs)		
GRANT BUDGET		
AGENCY NAME:		
Refer to <i>Department of Finance and Administration Policy 03, Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A</i> for further definition of each expense object line-item in the model budget format. Policy 03 can be found on the Internet at: http://www.state.tn.us/finance/act/documents/policy3.pdf		
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY (detail schedule(s) attached as applicable)	GRANT REQUEST
1	Salaries	
2	Benefits & Taxes _____%	
4, 15	Professional Fee/ Grant & Award	
5	Supplies	
6	Telephone	
7	Postage & Shipping	
8	Occupancy	
9	Equipment Rental & Maintenance	
10	Printing & Publications	
11, 12	Travel/ Conferences & Meetings	
14	Insurance	
18	Other Non-Personnel	
20	Capital Purchase	
22	Indirect Cost _____%	
25	GRAND TOTAL	

Applicants must attach a detailed Budget Narrative describing the expenditures listed above. Although matching funds are not required, applicants should include a description of the *contribution of resources* being provided towards the implementation of this project.

Note: Line item definitions can be found in the Appendix.

Appendix

Grant Budget Line-Item Definitions

(source: F&A Policy 03 available at <http://www.state.tn.us/finance/act/documents/policy3.pdf>)

Line 1 — Salaries And Wages (Personnel) — expense for compensation, fees, salaries, and wages paid to officers, directors, trustees, and employees

Line 2 — Employee Benefits & Payroll Taxes — expenses for contributions to pension plans and to employee benefit programs (such as health, life, and disability insurance) and for payroll taxes (such as social security and medicare taxes and unemployment and workers' compensation insurance)

Line 3 — Professional Fees / Grants & Awards — expense for fees to outside professionals, consultants, and personal-service contractors **and** for awards, grants, subsidies, and other pass-through expenditures to individuals and to other organizations (including allocations to affiliated organizations, in-kind grants to individuals and organizations, scholarships, tuition payments, travel allowances, and equipment allowances to clients and individual beneficiaries)

Line 4 — Supplies — expense for office supplies, housekeeping supplies, food and beverages, and other supplies

Line 5 — Telephone — expense for telephone, cellular phones, beepers, telegram, FAX, E-mail, telephone equipment maintenance, and other related expenses

Line 6 — Postage & Shipping — expense for postage, messenger services, overnight delivery, outside mailing service fees, freight and trucking, and maintenance of delivery and shipping vehicles

Line 7 — Occupancy — expense for use of office space and other facilities, heat, light, power, other utilities, outside janitorial services, mortgage interest, real estate taxes, and similar expenses

Line 8 — Equipment Rental And Maintenance — expense for renting and maintaining computers, copiers, postage meters, other office equipment, and other equipment (except for telephone, truck, and automobile expenses)

Line 9 — Printing And Publications — expense for producing printed materials, purchasing books and publications, and buying subscriptions to publications

Line 10 — Travel / Conferences And Meetings — expense for travel, including transportation, meals and lodging, and per diem payments (including gas and oil, repairs, licenses and permits, and leasing costs for vehicles) **and** for conducting or attending meetings, conferences, and conventions (including facility rental, speakers' fees and expenses, printed materials, and registration fees)

Line 11 — Insurance — expense for liability insurance, property and vehicle insurance, fidelity bonds, and other insurance except include employee-related insurance

Line 12 — Other Non-personnel Expenses — allowable expense for advertising, bad debts, contingency provisions, fines and penalties, independent research and development, recruiting, taxes, membership dues in associations and professional societies other fees for licenses, permits, registrations, etc. (NOTE: DO NOT include any expense that should be detailed in other line-items)

Line 14 — Indirect Cost — expense distribution made in accordance with an allocation plan approved by the cognizant state agency.

Line 15 — Reimbursable Capital Purchases — expense for equipment purchases

Out-of-School Time Websites

The Afterschool Investments Project

www.nccic.org/afterschool/index.html

National Mentoring Partnership

http://www.mentoring.org/start_a_program

National Partnership for Quality Afterschool Learning

www.sedl.org/afterschool

America's Promise Alliance

<http://americaspromise.org/Our-Work/Dropout-Prevention/Grad-Nation-Guidebook.aspx>

Beyond the Bell Toolkit

<http://beyondthebell.org/>

Afterschool information

www.afterschool.gov

The Finance Project

<http://www.financeproject.org/index.cfm?page=25>

TN First to the Top Priorities

<http://www.tn.gov/education/recovery.shtml#RTTT>

Tennessee Extended Learning & Afterschool Opportunities site

<http://www.tn.gov/education/learningsupport/extendedlearning.shtml>

Tennessee Department of Education Curriculum Standards

<http://tn.gov/education/curriculum.shtml>

Common Core Standards

<http://www.corestandards.org/>

Office of School Health

<http://tn.gov/education/schoolhealth/index.shtml>

Tennessee Commission on Children and Youth

<http://www.tn.gov/tccy/index.shtml>

Center for Disease Control and Prevention

<http://www.cdc.gov/youthcampaign/>